

7 BASIC STEPS TO CREATE A CORPORATE VOLUNTEER COUNCIL (CVC)

1. Join the CVC Network! For more information on this national network that supports local efforts around workplace volunteering, please contact the CVC Manager at CVCinfo@HandsOnNetwork.org or call 404-979-2900 for customized assistance and resources.
2. Obtain Leadership and Form a Planning Task Force. Regardless of who takes the initiative (a Volunteer Center, another nonprofit organization or a business), the first step or idea for forming may come from a couple or a group of people who decided they want to pool efforts when responding to a specific community need.
3. Identify Goals and Strategies. The magic ingredient for success is to identify goals and strategies and integrate the desired benefits of all (business, employee (member) and community) into the CVC's strategic plan, thus creating a win-win-win.
4. Develop the Structure. The structure of a CVC depends on how the council itself defines its overall mission, purpose and objectives. Much like its purpose, the structure is dependent upon the local community and the composition of the council's membership.
5. Develop the Programs. Ask yourself, what types of programs and services should the CVC sponsor (ongoing, one-time, joint etc)? Should the CVC focus on one or several issues throughout the year? Should the CVC provide professional development opportunities to its members?
6. Develop Partnerships with Community Organizations. Community organizations know the community's needs and have specific skills or experience in helping to organize others. The selection of the council's nonprofit partners should be based largely on the mission and purpose of the CVC.
7. Develop an Evaluation System. The most important thing when planning for the evaluation process is to do it! Plan for the processes to be in place during the first stages of development, decide when and how it should be done and who will administer the evaluations process. Last, report the findings and use the data throughout the planning cycle.

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